



**City of Rochester**  
**Building Safety Department**  
2122 Campus Dr SE, Suite 300  
Rochester MN 55904-4744  
Phone: (507) 328-2600  
Fax: (507) 328-2601  
[www.rochestermn.gov](http://www.rochestermn.gov)

## Request for Refund of Permit Fees

*Please complete and return by mail, fax, or e-mail to [bldgsftymail@rochestermn.gov](mailto:bldgsftymail@rochestermn.gov)*

Permit Number \_\_\_\_\_

Date of Issuance \_\_\_\_\_

Work Site Address \_\_\_\_\_

Reason for Refund Request \_\_\_\_\_

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### Contact Information:

Applicant: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

Email: \_\_\_\_\_

Signature of original permit applicant: \_\_\_\_\_

Rochester City Ordinance 50.6 states the Building Official must authorize refunding of any fee that was erroneously paid or collected, or if none of the work authorized by the permit has been performed. The Building Official may not authorize refunding of any permit fee paid except upon written application filed by the original permittee not later than 180 days after the date of permit issuance. Plan review fees, IRC footing permit fees and application fees will not be refunded. **(Note: The \$25.00 application fee is nonrefundable.)**

### Office Use Only

Building Official Approval \_\_\_\_\_